

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

**BPO NO:** 001B6400341

**PRINT DATE:** 08/05/16

**PAGE:** 01

### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

### VENDOR ID:

RJ UNIFORM  
1100 WICOMICO ST

BALTIMORE, MD 21230  
(410 )727-6397

### REFER QUESTIONS TO:

IRIS LESTER BELL  
(410 )767-4612  
IRIS.LESTER@MARYLAND.GOV

### ITB:

**EXPR DATE:** 03/01/17  
**POST DATE:** 02/08/16

**DISCOUNT TERMS:** . NET 30 DAY  
**CONTRACT AMOUNT:** .00

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

=====  
PARK SERVICE UNIFORMS  
FOR  
DEPARTMENT OF NATURAL RESOURCES  
=====

AGENCY CONTACT: GARY BURNETT 410-260-8177

VENDOR CONTACT: BOB FRIEDLANDER 410-727-6397 EXT. 0

THIS IS THE FINAL RENEWAL OPTION

CONTRACT TERM: MAR. 01, 2016 THRU FEB. 28, 2017 (1 YEAR)

THIS CONTRACT IS FOR ONE (1) YEAR WITH THE SAME TERMS AND CONDITIONS.

RENEWAL OPTION IS AT THE DISCRETION OF THE STATE; THE CONTRACTOR WILL NOT BE RELIEVED OF THE COMMITMENT TO RENEW THE CONTRACT.

THIS IS A FIXED-PRICE CONTRACT WITH PRICE ADJUSTMENT THAT PROVIDES FOR VARIATION IN THE CONTRACT PRICE UNDER SPECIAL CONDITIONS DEFINED IN THE CONTRACT, OTHER THAN CUSTOMARY PROVISIONS AUTHORIZING PRICE ADJUSTMENTS DUE TO MODIFICATIONS.

### DELIVERY:

DELIVERIES ARE TO BE MADE AS EXPEDITIOUSLY AS POSSIBLE, BUT WITHIN SIXTY (60) CALENDAR DAYS FROM RECEIPT OF PURCHASE ORDER. INVOICE AND SHIP ORDERS COMPLETE. DELIVERIES SHALL BE FOB DESTINATION ONLY.

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### TERMS (cont'd):

DELIVERIES SHALL BE MADE TO ANY STATE PARK/LOCATION WITHIN THE STATE OF MARYLAND AS LISTED ON EACH INDIVIDUAL PURCHASE ORDER.

BILL TO: DEPARTMENT OF NATURAL RESOURCES  
MARYLAND PARK SERVICE  
580 TAYLOR AVENUE, E-3  
ANNAPOLIS, MARYLAND 21401  
ATTENTION: MPS FISCAL TEAM

VENDOR MUST INCLUDE THE 9 DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	20072	EA	29.5000

SHIRT-WOMEN'S SHORT SLEEVE MILITARY STYLE UNIFORM SHIRT, MILLIKEN STYLE 3075, 4.25 OZ. SQ. YD. 65% POLYESTER/35% COTTON WITH 9-11% FILLING STRETCH TO ENHANCE COMFORT AND MOBILITY. THE TWO TWO MILITARY CREASES IN FRONT AND THREE IN BACK OF EACH SHIRT INCORPORATE A PERMANENT MODIFIED SILICONE CREASE. SHIRTS ARE POLYBAGGED INDIVIDUALLY, COLOR HS1269 - SILVER TAN. SEE ADDITIONAL DETAILED REQUIREMENTS ON THE ATTACHED FILE. PATCH SEWN ON SLEEVE PER CUSTOMER INSTRUCTION. HORACE SMALL® NEW DIMENSION POPLIN, WOMEN'S SHORT SLEEVE SHIRT. HS1269

0002	20072	EA	32.9500
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SHIRT-WOMEN'S LONG SLEEVE MILITARY STYLE UNIFORM SHIRT, HORACE SMALL NEW DIMENSION POPLIN. HS1168  
FABRIC: MILLIKEN STYLE 3075, 4.25 OZ. SQ. YD. 65% POLYESTER/35% COTTON WITH 9-11% FILLING STRETCH TO ENHANCE COMFORT AND MOBILITY. TWO MILITARY CREASES IN FRONT AND THREE IN BACK OF EACH SHIRT INCORPORATE A PERMANENT MODIFIED SILICONE CREASE. SHIRTS ARE

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POLYBAGGED INDIVIDUALLY, COLOR HS1211 - SILVER TAN. SEE ADDITIONAL DETAILED REQUIREMENTS ON THE ATTACHED FILE. PATCH SEWN ON SLEEVE PER CUSTOMER INSTRUCTION.

0003	20072	EA	29.5000
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HORACE SMALL® NEW DIMENSION POPLIN MEN'S SHORT SLEEVE SHIRT HS1211. FABRIC: MILLIKEN STYLE 3075, 4.25 OZ. SQ. YD. 65% POLYESTER/35% COTTON WITH 9-11% FILLING STRETCH TO ENHANCE COMFORT AND MOBILITY TWO MILITARY CREASES IN FRONT AND THREE IN BACK OF EACH SHIRT INCORPORATE A PERMANENT MODIFIED SILICONE CREASE. SHIRTS ARE POLYBAGGED INDIVIDUALLY, COLOR HS1211 - SILVER TAN. SEE ADDITIONAL DETAILED REQUIREMENTS ON THE ATTACHED FILE. PATCH SEWN ON SLEEVE PER CUSTOMER INSTRUCTION.

0004	20072	EA	32.9500
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HORACE SMALL® NEW DIMENSION POPLIN MEN'S LONG SLEEVE SHIRT HS1115. FRABIC: MILLIKEN STYLE 3075, 4.25 OZ. SQ. YD. 65% POLYESTER/35% COTTON WITH 9-11% FILLING STRETCH TO ENHANCE COMFORT AND MOBILITY TWO MILITARY CREASES IN FRONT AND THREE IN BACK OF EACH SHIRT INCORPORATE A PERMANENT MODIFIED SILICONE CREASE. SHIRTS ARE POLYBAGGED INDIVIDUALLY, COLOR HS1211 - SILVER TAN. SEE ADDITIONAL DETAILED REQUIREMENTS ON THE ATTACHED FILE. PATCH SEWN ON SLEEVE PER CUSTOMER INSTRUCTION.

0005	20072	EA	51.3500
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ELBECO STYLE E9619LCN FEMALE TEK2 CARGO POCKET TROUSER. FRABIC: ELBECO TEK2 65% POLYESTER/35% COMBED COTTON TWO PLY VAT DYED TWILL WEAVE, WEIGHING 7 OZ. PER SQUARE YARD WITH 6-8% ENGINEERED FILLING STRETCH.MUST BE TREATED AT THE FIBER LEVEL WITH NANO FLUID REPELLENCY TECHNOLOGY FOR PERMANENT SUPERIOR FLUID RESISTANCE, FABRIC APPEARANCE AND DURABILITY, WHILE MAINTAINING ORIGINAL FABRIC BREATHABILITY COLOR: OD GREEN.SHALL BE MADE WITH LADIES CHOICE PATTERN. SEE ADDITIONAL DETAILED REQUIREMENTS IN THE ATTACHED FILE.

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0006	20072	EA	51.3500	
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STYLE E619RN MALE TEK2 CARGO POCKET TROUSER.  
FRABIC: ELBECO TEK2 65% POLYESTER/35% COMBED COTTON TWO PLY VAT  
DYED TWILL WEAVE, WEIGHING 7 OZ. PER SQUARE YARD WITH 6-8% ENGINEERED  
FILLING STRETCH.MUST BE TREATED AT THE FIBER LEVEL WITH NANO FLUID  
REPELLENCY TECHNOLOGY FOR PERMANENT SUPERIOR FLUID  
RESISTANCE, FABRIC APPEARANCE AND DURABILITY, WHILE  
MAINTAINING ORIGINAL FABRIC BREATHABILITY COLOR: OD GREEN.SHALL BE  
MADE WITH ACTIVECUT PATTERN. SEE ADDITIONAL DETAILED  
REQUIREMENTS IN THE ATTACHED FILE.

0007	20072	EA	44.8500	
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CIVILIAN FEMALE TROUSERS.STYLE E9259LC.FEMALE DUTY MAXX FOUR POCKET  
TROUSER. FABRIC: BURLINGTON STYLE U8140,  
FIBER STRETCH FOR INCREASED COMFORT AND RANGE OF MOVEMENT. WITH FIBER  
STRETCH, THE FABRIC WILL MAINTAIN ITS STRETCH AND RECOVERY OVER TIME.  
WEIGHT IS 7.5 OZ. PER SQUARE YARD OR 12 OZ. PER LINEAR YARD. MUST BE  
TREATED AT THE FIBER LEVEL WITH NANO FLUID REPELLENCY TECHNOLOGY FOR  
PERMANENT SUPERIOR FLUID RESISTANCE, FABRIC APPEARANCE AND DURABILITY,  
WHILE MAINTAINING ORIGINAL FABRIC BREATHABILITY. COLOR: OD GREEN.  
ADDITIONAL REQUIREMENTS IN THE ATTACHED FILE. LADIES CHOICE PATTERN.  
HEMMING TO CUSTOMER SPECIFICATIONS.

0008	20072	EA	44.8500	
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CIVILIAN MALE TROUSERS, STYLE E259, MALE DUTYMAX FOUR POCKET TROUSER  
FABRIC: STYLE 900 TWILL SERGE, 79% POLYESTER/21% RAYON WITH  
WEIGHT IS 7.5 OZ.6-8% RING SPUN FIBER STRETCH FOR INCREASED COMFORT E  
TREATED AT THE FIAND EXCELLENT FABRIC MEMORY. WEIGHT IS 7.5 OZ. PER  
SQUARE YARD OR 12 OZ. PER LINEAR YARD  
COLOR: OD GREEN. HEMMING TO CUSTOMER SPECIFICATIONS.  
ADDITIONAL REQUIREMENTS IN THE ATTACHED FILE.

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LAW ENFORCEMENT FEMALE TROUSER  
STYLE E9259LC

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FEMALE DUTY MAXX FOUR POCKET TROUSER.  
ADDITIONAL DETAILED REQUIREMENTS IN THE ATTACHED FILE. FABRIC:  
BURLINGTON STYLE U8140, 80% FIBER STRETCH POLYESTER/20% RAYON WITH 14%  
FIBER STRETCH FOR INCREASED COMFORT AND RANGE OF MOVEMENT. WITH FIBER  
STRETCH, THE FABRIC WILL MAINTAIN ITS STRETCH AND RECOVERY OVER TIME.  
WEIGHT IS 7.5 OZ. PER SQUARE YARD OR 12 OZ. PER LINEAR YARD. MUST BE  
TREATED AT THE FIBER LEVEL WITH NANO FLUID REPELLENCY TECHNOLOGY FOR  
PERMANENT SUPERIOR FLUID RESISTANCE, FABRIC APPEARANCE AND DURABILITY.

0010	20072	EA	50.1000
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LAW ENFORCEMENT MALE TROUSER  
STYLE E259 W/BRAID  
MALE DUTY MAXX FOUR POCKET TROUSER.  
ADDITIONAL DETAILED REQUIREMENTS IN THE ATTACHED FILE. FABRIC:  
STYLE 900 TWILL SERGE, 79% POLYESTER/21% RAYON WITH 6-8% RING SPUN  
FIBER STRETCH FOR INCREASED COMFORT AND EXCELLENT FABRIC MEMORY.  
WEIGHT IS 7.5 OZ. PER SQUARE YARD OR 12 OZ. PER LINEAR YARD. MINIMUM  
CONSTRUCTION: 75 WARP X 57 FILLING YARNS PER SQUARE INCH. MUST BE  
TREATED AT THE FIBER LEVEL WITH NANO FLUID REPELLENCY TECHNOLOGY FOR  
PERMANENT SUPERIOR FLUID RESISTANCE, FABRIC APPEARANCE AND DURABILITY

0011	52040	EA	16.9500
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BLACK BELT - UNISEX  
DUTYMAN 1611 BLACK LEATHER BELT  
W/ DUTYMAN 9032 BRASS BUCKLE  
COLOR: BLACK  
THE DUTYMAN 1611 IS A PLAIN 1 3/4" GARRISON BELT MADE OF FULL GRAIN  
LEATHER, 8-9OZ. THE BELT HAS A BLACK PIGMENT DYE TOP WITH A SEALANT  
APPLIED, BLACK EDGING AND A NATURAL FINISH BACKING. IT IS AVAILABLE  
WITH A SOLID BRASS BUCKLE WITH A BRASS FINISH  
ADDITIONAL DETAIL REQUIREMENTS IN ATTACHED FILE.

0012	80512	EA	38.5000
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STYLE 63306-182  
FEMALE TACTICAL SHORT - COTTON  
COLOR: OD GREEN  
MADE OF TOUGH, 8.5-OZ. 100% COTTON CANVAS TACTICAL SHORT UTILIZES A

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PROPRIETARY WEAVE THAT BINDS IN ON ITSELF TO PREVENT RAVELING. CELL  
PHONE POCKET AND CORNERS OF THE SLASH POCKETS ARE LINED WITH CORDURA  
NYLON  
ADDITIONAL DETAIL REQUIREMENTS IN THE ATTACHED FILE.

0013	80512	EA	38.5000	
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STYLE 73285-182  
MALE TACTICAL SHORT - COTTON  
COLOR: OD GREEN  
MADE OF TOUGH, 8.5-OZ. 100% COTTON CANVAS TACTICAL SHORT UTILIZES A  
PROPRIETARY WEAVE THAT BINDS IN ON ITSELF TO PREVENT RAVELING. CELL  
PHONE POCKET AND CORNERS OF THE SLASH POCKETS ARE LINED WITH CORDURA  
NYLON. ADDITIONAL REQUIRED DETAILS IN THE ATTACHED FILE.

0014	20018	EA	175.8000	
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9820 BLAUER TACSHELL JACKET WITH ZIP-OUT LINER  
COLOR: BROWN  
SEE ATTACHED FILE FOR ADDITIONAL REQUIRED DETAILS AND CUSTOMIZATION.

0015	20048	EA	82.0500	
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BLAUR 4660 - SOFT SHELL ACTIVE DUTY JACKET  
COLOR: BROWN  
ADDITIONAL REQUIRED DETAILS AND CUSTOMIZATION IN ATTACHED FILE.

0016	20048	EA	196.0000	
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BLAUER 9691 - FEATHER WEIGHT RAINJACKET WITH GORE-TEX FABRIC  
COLOR: BLACK/HI VIS. ADDITIONAL REQUIREMENTS IN ATTACHED FILE.  
GORE-TEX WATERPROOF-BREATHABLE MEMBRANE LAMINATED BETWEEN A 2.18  
OZ. PER SQUARE YARD, 100% TEXTURED POLYESTER, 70 DENIER PLAIN WEAVE  
FACE FABRIC (COLOR: SEE SPECIFIED GARMENT COLOR) AND A KNIT POLYESTER  
TRICOT BACKING FABRIC (COLOR: SEE SPECIFIED GARMENT HIGH VISIBILITY  
COLOR) RESULTING IN A WASHABLE WATERPROOF MATERIAL WITH HIGH MOISTURE  
VAPOR TRANSMISSION, BLOODBORNE PATHOGEN RESISTANCE AND COMMON LYESTER  
CHEMICAL RESISTANCE. BOTH DARK AND HIGH VISIBILITY SIDES OF THE TY

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FABRIC SHALL BE TREATED WITH A DURABLE WATER REPELLENT FINISH.

0017	20048	EA	43.7500	
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UNISEX WATERPROOF PANTS  
BLAUER 134-11 DEFENDER RAIN PANT  
COLOR: BLACK. ADDITIONAL DETAILS IN ATTACHED FILE

0018	20048	EA	54.5000	
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SAFETY VEST- UNISEX  
BLAUER 340-55 RIP OFF HIGH W/PARK RANGER SCREEN  
VISIBILITY SAFETY VEST  
COLOR: FLUORESCENT YELLOW  
ADDITIONAL DETAILED REQUIREMENTS CONTAINED IN THE ATTACHED FILE.

0019	20072	EA	39.9500	
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ELBECO 8920 - MOCK TURTLENECK  
COLOR: BLACK  
MACHINE WASHABLE 6.5 OZ. PER LINEAR YARD FABRIC COMPOSED OF 635 NYLON/  
23% MICRO-POLY/14% SPANDEX KNIT WITH PERMANENT NANO MOISTURE WICKING  
AND ANTIMICROBIAL TECHNOLOGY.  
MPS' EMBROIDERED IN GOLD LETTERS ON COLLAR  
ADDITIONAL DETAILED REQUIREMENTS IN THE ATTACHED FILE.

0020	20072	EA	32.0000	
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LIGHTWEIGHT COVERALLS- UNISEX  
RED KAP CT10SG-CP30 LONG SLEEVE COVERALLS  
COLOR: SPRUCE GREEN  
ADDITIONAL REQUIRED DETAILS IN THE ATTACHED FILE

0021	20072	EA	162.0000	
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9825Z - BLAUER ALL WEATHER TROUSER W/REMOVABLE LINER

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COLOR: BLACK

ADDITIONAL DETAILED REQUIREMENTS IN THE ATTACHED FILE.

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0022	20072	EA	3.9500	
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CLIP ON TIES- UNISEX

SAMUEL BROOKS 900 CLIP-ON TIES

COLOR: BLACK

90028 - 14.5"

90001 - 18"

90019 - 20"

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0023	20048	EA	36.5000	
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POLYURETHANE RAIN JACKET

BLAUER 26993

COLOR: YELLOW

WATERPROOF POLYURETHANE COATED NYLON KNIT; PERMANENT ROLLUP

WATERPROOF HOOD; FLOURESCENT COATING FOR EXCELLENT DAYTIME VISIBILITY

SEE ADDITIONAL REQUIREMENTS IN ATTACHED FILE.

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0024	20048	EA	30.5000	
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POLYURETHANE RAIN PANT

BLAUER 26994

COLOR: YELLOW

WATERPROOF, POLYURETHANE COATED NYLON KNIT

HIGH VISIBILITY, WATERPROOF, PULL ON DESIGN

ADDITIONAL REQUIRED DETAILS IN ATTACHED FILE.

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END OF ITEM LIST

### PRICE ADJUSTMENTS:

NO PRICE INCREASES WILL BE AUTHORIZED FOR 365 CALENDAR DAYS AFTER THE EFFECTIVE DATE OF THE CONTRACT, PRICE ESCALATION MAY BE PERMITTED ONLY AT THE END OF THIS PERIOD AND UPON EACH CONTRACT RENEWAL THEREAFTER AND ONLY WHERE VERIFIED TO THE SATISFACTION OF THE DGS PROCUREMENT OFFICER. HOWEVER, "ACROSS THE BOARD" PRICE DECREASES ARE SUBJECT TO

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### TERMS (cont'd):

IMPLEMENTATION AT ANY TIME AND SHALL BE IMMEDIATELY CONVEYED TO THE STATE OF MARYLAND.

PRICE ADJUSTMENTS MAY BE PERMITTED FOR CHANGES IN THE CONTRACTOR'S COST OF MATERIALS ONLY, NOT TO EXCEED 5% OF THE PREVAILING PRICE AT THE TIME OF THE REQUEST.

AT THE TIME OF EACH RENEWAL, THE CONTRACTOR MAY REQUEST AN INCREASE OF THE PRICES THEN PREVAILING. THE REQUEST FOR A PRICE INCREASE MUST BE SUBMITTED WITHIN TWO (2) WEEKS OF THE NOTICE FROM THE DGS PROCUREMENT OFFICER OF THE STATE'S INTENT TO EXERCISE THE RENEWAL OPTION. ANY APPROVED PRICE CHANGES WILL BE EFFECTIVE ONLY AT THE BEGINNING OF THE CONTRACT RENEWAL START DATE.

THE CONTRACTOR SHALL DOCUMENT THE AMOUNT AND PROPOSED EFFECTIVE DATE OF ANY GENERAL CHANGE IN THE PRICE OF MATERIALS. DOCUMENTATION SHALL BE SUPPLIED WITH THE CONTRACTOR'S REQUEST FOR INCREASE WHICH WILL: (1) VERIFY THAT THE REQUESTED PRICE INCREASE IS GENERAL IN SCOPE AND NOT APPLICABLE JUST TO THE STATE OF MARYLAND; AND (2) VERIFY THE AMOUNT OR PERCENTAGE OF INCREASE WHICH IS BEING PASSED ON TO THE CONTRACTOR BY THE CONTRACTOR'S SUPPLIERS. THE PURCHASING OFFICE WILL NOTIFY THE USING AGENCIES AND CONTRACTOR IN WRITING OF THE EFFECTIVE DATE OF ANY INCREASE WHICH IT APPROVES. HOWEVER, THE CONTRACTOR SHALL FILL ALL PURCHASE ORDERS RECEIVED PRIOR TO THE EFFECTIVE DATE OF THE PRICE ADJUSTMENT AT THE OLD CONTRACT PRICES. THE CONTRACTOR IS FURTHER ADVISED THAT DECREASES WHICH AFFECT THE COST OF MATERIALS ARE REQUIRED TO BE COMMUNICATED IMMEDIATELY TO THE PROCUREMENT OFFICER.

### ADDITIONAL TERMS AND CONDITIONS:

QUANTITIES STATED ARE AN ESTIMATE ONLY, AND SHOULD NOT BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. THERE ARE NO MINIMUM ORDER REQUIREMENTS FOR ANY UNIFORM ITEM. THE CONTRACT SHALL BE FOR THE ACTUAL NEEDS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE STATED ESTIMATE.

THE PRICE STRUCTURE FOR SIZES IS AS FOLLOWS:  
SIZES SMALL THRU 2X - NO OVERSIZE CHARGE  
SIZES 3X AND ABOVE - NOT TO EXCEED 5%  
NO OTHER OVER-SIZE CHARGES WILL BE ALLOWED.

QUOTED PRICES ARE TO BE NET 30 DAYS F.O.B. STATE USING AUTHORITIES AND INCLUDE ALL FREIGHT/SHIPPING, HANDLING AND ADMINISTRATION CHARGES. ALL DISCOUNTS ARE TO BE DEDUCTED AND REFLECTED IN NET PRICES.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR

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### TERMS (cont'd):

BIODEGRADABLE MATERIALS.

CONTRACTOR MAY BE REQUIRED TO TAKE MEASUREMENTS TO GUARANTEE PROPER FIT TO THE SATISFACTION OF THE USING AGENCY. THE SUCCESSFUL VENDOR MUST HAVE AN OFFICE OR REPRESENTATIVE WITHIN THE BALTIMORE/ANNAPOLIS METRO AREA. MEASUREMENTS WILL BE TAKEN AT THE VENDOR'S OFFICE.

CONTRACTOR MUST HAVE THE CAPABILITY OF EMBROIDERY ON CERTAIN LINE ITEMS (ARTWORK FOR THE LOGO WILL BE SUPPLIED BY DNR).

CONTRACTOR MUST HAVE THE CAPABILITY OF AFFIXING EMBLEMS WHERE NEEDED (EMBLEMS WILL BE SUPPLIED BY DNR).

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN AS NEEDED BASIS. ALL ORDERS ARE TO BE RELEASED UPON RECEIPT OF A DEPARTMENT PURCHASE ORDER OR BY USE OF THE DEPARTMENT CORPORATE CREDIT CARD. SIZES AND QUANTITIES WILL BE PROVIDED BY THE USING AGENCY.

LIMITS ON USING AGENCY AUTHORITY: THE AWARDEE SHALL NOT ACCEPT CHANGES, ADDITIONS OR SUBSTITUTIONS BY USING AGENCIES OR OTHERS IN THE REQUIREMENTS OF THIS CONTRACT UNLESS FURNISHED IN WRITING BY THE DEPARTMENT OF GENERAL SERVICES AND SIGNED BY THE PROCUREMENT OFFICER.

CONTRACT SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE STATE. THE STATE MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR.

CORPORATE "P" PURCHASING CARDS WILL BE USED FOR PAYMENT FOR ALL INDIVIDUAL AGENCY CONTRACTS OF \$5,000 OR LESS.

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY THREE (3) MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE REPORT SHALL BE SUBMITTED IN EXCEL FORMAT. AS A MINIMUM, THE REPORT SHALL REFLECT THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT MUST BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES. REPORT SHALL BE EMAILED TO THE FOLLOWING TWO (2) ADDRESSES:

MARGARET.HAJIANTONI@DGS.STATE.MD.US

HOWARD.MCLAIN@DGS.STATE.MD.US

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**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUYER AUTHORIZED DESIGNEE**